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ABSTRACT

Developed in anticipation of the adoption of AACR2 by the library community, two plans reported by the General Libraries address the impact on the catalog and staff training. No conflict is anticipated in the absorption of AACR2 and the focus of the first report is on the mechanics of integrating AACR2 headings with headings already in the catalog. This report provides sections on methods and principles, procedures, special problems, special recommendations, a timetable, costs, a bibliography, and appendices on corporate entries and serial identification. The second report examines staff to be trained and the structure of training; staff to do the training and preparation of training aids; user orientation and training; training methods for instruction of the staff; a training timetable; and utilization of external resources. An appendix provides a 1980-81 schedule of regional institutes sponsored in cooperation with the Library of Congress. (RAA)

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INTRODUCTION

In anticipation of the adoption of the Anglo-American Cataloguing Rules, second edition, by the library community, two ad hoc action committees were established in the General Libraries in November 1979. Their task was to seek practical solutions to the dual challenges of staff training and lessening the impact on existing catalogs. The reports of the AACR 2 Integration Action Committee and the AACR 2 Training Action Committee are the results of many hours of intensive consideration of the broad range of issues involved.

The deliberations of the committees were based on preliminary work done by the Task Force on Alternatives to the Card Catalog during 1978/79. After careful consideration the Task Force recommended that the General Libraries catalogs be closed when an alternative catalog format is available locally and not when cataloging rules are changed. This recommendation combined with current fiscal constraints led to the realization that AACR 2 must be adopted in a manner that minimizes the disruption to our catalogs and our services. The action committee reports present principles and procedures based strictly on local operations to be used as guidelines during the transitional phase of adopting AACR 2. As the committees clearly stated, the situation is still evolving. Many questions remain unanswered and much work remains to be done.

Credit should be given to the chairpersons of the committees: Rita Smith, AACR 2 Integration Action Committee; Ernestine Potter, AACR 2 Training Action Committee. Bruce Miller served as editor of the AACR 2 Integration Action Committee report.

--Sue Phillips
Deputy Assistant for Automation
and Bibliographic Control

REPORT
OF THE
AACR 2 INTEGRATION ACTION COMMITTEE

April 1980

Rita Smith (chairperson)
Jerry Breeze
Charlotte Gunn
Tom Marshall
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I. Charge to the Committee

Due to the pending adoption in January 1981 of the second edition of the Anglo-American Cataloguing Rules (AACR 2) by the Library of Congress and the American library community, the AACR 2 Integration Action Committee has been charged to recommend the procedures and timetable for the integration of AACR 2 cataloging into current catalogs, including both public catalogs and authority files.

II. Basic Recommendations

The Committee does not anticipate any conflict caused by the absorption of AACR 2 descriptive cataloging into the catalogs of the General Libraries. For this reason the focus of this report is on integrating AACR 2 headings with headings already in the catalogs.

When an AACR 2 heading has no counterpart already in a catalog and when the heading is not part of a corporate hierarchy that is already under authority control, the new heading should simply be filed as written into the existing catalog. When an AACR 2 heading is similar in its initial element(s) to its existing counterpart or the heading is part of an existing corporate hierarchy and is similar in its initial element(s) to those headings, the new heading should be interfiled with the related headings in the existing file. When the AACR 2 heading radically differs from its counterpart already in the catalogs, file the AACR 2 entry as written and link the old and new file sequences with appropriate references ("split files"). Therefore, the "rule of three" for resolving conflicts between established headings should no longer be necessary. (Old cataloging is revised if fewer than three headings conflict with a new form; otherwise split files with linking references are established.)

The Committee recommends the creation of the position of Authority Control Coordinator to be staffed by a Professional Librarian. This individual will perform the necessary work outlined in the section on "Special Problems" and will supervise proper control of the intricacies of authority management.

Certain anticipated problems cannot be solved now due to the lack of information. It is recommended that the Authority Control Coordinator be empowered to reconvene this Committee and any appropriate specialists to resolve those problems as more information becomes available.

III. Assumptions

The following assumptions form the criteria upon which the recommendations are based:

A. A new card catalog will not be begun. Cards will be filed into the existing card catalogs until a replacement catalog in a different format becomes available.

B. AACR 2 options chosen by the Library of Congress will be followed unless they are unreasonable in the local environment.

C. It is very desirable to provide maximum bibliographic access with the least disruption of routines and service to library users. Strategies for dealing with AACR 2 will be sought which will minimize the disruptive effects normally caused by a change in cataloging rules.

D. AACR 2 will be used for descriptive cataloging, choice of entry, and form of entry in the following situations.

1. It will be used on all newly created original cataloging.
2. It will be used whenever it is found on "hits" in the OCLC data base whether the input was from LC or another member library.
   a. However, the choice of entry or descriptive cataloging on OCLC "hits" will not be altered to conform to AACR 2 if they are not already according to AACR 2.
   b. The form of entry on each access point on a pre-AACR 2 "hit" in the OCLC data base will be accepted as is unless an AACR 2 form is already established in the Authority File. If the AACR 2 form is already established, it is the preferred form. The current authority control procedure is to search a heading against the Authority File only if the heading is a known or probable variant form. Headings outside this category generate relatively few conflicts; those conflicts are caught during the filing into the Public Catalog. The same procedure can continue to be used after the adoption of AACR 2 because any AACR 2 heading that has no known or probable variant form also has a high probability of being identical with the pre-AACR 2 form of that heading and can file directly into the catalogs with no conflict.
3. OCLC guidelines will be followed for the input of retrospective cataloging and for the input of retrospective LC copy into the data base. This procedure will be reconsidered in the future if OCLC guidelines are changed such that they conflict with local policy.

E. When a conflict arises between an existing catalog access point and an AACR 2 heading, the pre-AACR 2 heading will not be revised (unless, of course, it is in error and not simply due to earlier cataloging rules).

F. There will not be mass refiling of the pre-AACR 2 entries already in the catalogs with the use of guide cards to create a "pseudo" AACR 2 catalog.

IV. Possibilities Considered

An AACR 2 access point that is new to the catalogs and that has a form and authority structure that does not conflict with existing entries can be simply filed directly into the catalogs. The options for integrating an AACR 2 heading into the catalogs if it does not meet the above criteria include the following: interfiling the old and new forms, revising either the old or new heading to match the other, or creating two files. The remainder of this section explores the arguments for and against each possibility.

A. Interfile

When a pre-AACR 2 form of entry and an AACR 2 form have similar initial elements it would be desirable to file them together in the same file sequence. An interfile notice would have to be created for the catalog but this would require less effort than providing references to link two separate files. Greater service and usability is provided to the catalog users if related information is in one location instead of split file sequences.

1. Interfile into the existing file

   Even when consideration is given to the current rapid rate of catalog growth, it is obvious that many years will pass before AACR 2 cataloging and access points could become a significant percentage of the catalogs. An alternative catalog format, e.g., online, is probable before those many years have passed. There is a good probability that any AACR 2 entry that does not conflict with the existing catalogs will have exactly the same form as (or at least will be compatible with) the same entry generated under pre-AACR 2 rules. Filing an AACR 2 form into an existing pre-AACR 2 file for the same access point will help to maintain the integrity of the existing catalogs; however, the consistency will be less than perfect because some forms cannot be interfiled. Additionally, incorporating AACR 2 entries into the existing catalogs does not truly embrace the spirit of AACR 2.

2. Interfile under the AACR 2 form

   Filing the new AACR 2 form according to its literal format and then moving existing related catalog entries to that location would involve much refiling and would probably also require wholesale shifts in some sections of the catalogs, e.g., additional room would almost certainly be required in the "University of..." sections. Existing authority records and references would have to be revised to give directions to the AACR 2 form. The least catalog consistency would be achieved because a pre-AACR 2 entry would be considered for refiling only when new related AACR 2 cataloging entered the catalogs.

B. Revise

Interfiling at an access point with major differences between the pre-AACR 2 form and the AACR 2 form is not recommended because of the confusion of trying to use and maintain the resultant file. An alternative to interfiling those headings involved in major changes is to revise one form to match the other.

1. Revise existing headings

   Existing entries could be revised as encountered to match the related AACR 2 forms. This would generate an impossible additional workload on an already overburdened catalog maintenance staff.

Catalog access would become more and more curtailed as the backlog of items to be revised increased.

2. Revise AACR 2 headings

AACR 2 headings could be changed to match existing headings. This would violate the assumption to adopt AACR 2 as interpreted by the Library of Congress. It would sharply reduce the availability of shared cataloging and would place a large burden on cataloging staff to generate pre-AACR 2 access points.

C. Split files

As stated above in B., interfiling is not viable for certain major changes. An alternative to revising one of the forms in a conflict between a pre-AACR 2 heading and an AACR 2 heading is to file each form separately as they are spelled. To maintain the integrity of the catalog, "see also" or explanatory references should be used to establish a link between the two resultant files.

V. Methods Chosen and Principles for Application

It is recommended that AACR 2 access points that differ from an existing related heading be treated according to one of the following choices:

If the new access point does not radically differ from the existing form that is already in the General Libraries catalogs, interfile the new form of entry into the existing file.

If the new access point differs from an existing form to the extent that interfiling would create confusion, create separate (split) files for each form and link with appropriate references.

Series, uniform titles, form subheadings (with the exception of those noted below in A.3.), and some geographic jurisdictions do not fall readily into the above categories. The treatment of these problem access points is discussed in a separate section of this report, "VII. Special Problems".

The following outline provides principles to be used in determining whether a new variant entry should receive the interfile treatment or whether it should receive the split file treatment. Following the outline is a list of examples that are keyed to the outline. They provide some illustrations of the choices involved.

A. Interfile into the existing file
   1. Personal names
      a. The surname spelling (ignoring diacritics) remains exactly the same.
      b. The name consists of a forename with no surname, the name remains a forename, and at least the first four letters of both forms are exactly the same (ignoring diacritics).
   2. Corporate or conference names
      a. A direct order name changes only in the addition, deletion, or modification of a qualifier.
      b. The only change is a revision of spelling to conform with British practice. (See also Section "VIII. C. Interfiling Variant Spellings".)
      c. The change is in the location of subelements that would not affect filing.
      d. The change involves only punctuation. Entries beginning with a city name do not fall into this category; see B.2. below.
   3. Form subheadings
      The form subheading "Mss." (or "MSS.") will be replaced by "Manuscript" and the form subheading "Protocols, amendments, etc." will be replaced by "Protocols, etc." Entries using these form subheadings should be interfiled if they meet the other guidelines for interfiling. Other form subheadings constitute special cases which are discussed in Section VII.C. of this report.

B. Split files and add linking references
   1. The basic principle for creating split files is that the entries cannot be interfiled as outlined above in A.
   2. Because of filing rules, a corporate body that begins with a city name will be filed differently than the AACR 2 form of the name without a period following the name of the city, e.g., Austin. Public Library will become Austin Public Library. Place these

entries in split files and make linking references. See "Appendix A: Changes in Punctuation in Corporate Entries" for an elaboration of this situation.

3. In some corporate entries composed of several elements, one element may fall under the principles for interfiling and another may fall under the principles for split files. In this situation begin with the first element and determine whether it could be interfiled. Proceed with this decision process through each element until one is reached that would require split files. Interfile within the corporate hierarchy up to the element that requires split files; at that point create a split file.
4. Any new AACR 2 entry that is part of an existing corporate hierarchy or that has related references that would conflict with existing entries must be treated as a change even if it does not have an exact counterpart in the existing catalog. For example, if Walt Disney Productions. Art Department. is a new heading with no variant forms already in the catalog, it could simply be filed. However, if there is another entry in the catalog based on the pre-AACR 2 form, e.g., Disney (Walt) Productions. Producer's Office., then a major change is involved and the basic element of the forms must be linked.

C. Exceptions

The guidelines for split files may be overridden in order to interfile selected heavily used files. The Authority Control Coordinator should make the appropriate decisions. One example of this category is the current file for Ovidius Naso, Publius. The AACR 2 form Ovid, 43 B.C. - 17 or 18 does not fit the guidelines for interfiling. Another example will be the conflict between Argentine Republic and Argentina. Interfiling is probably desirable in both cases due to the very lengthy existing files and the superficial similarities within each pair of forms.

EXAMPLES

Current heading	AACR 2 heading
A. INTERFILE	
1. Personal names	
a. Surname	
Caesar, C. Julius.	Caesar, Julius.
Roosevelt, Theodore, Pres. U.S., 1858-1919.	Roosevelt, Theodore, 1858-1919.
Solzhenitsyn, Aleksandr Isaevich, 1918-	Solzhenitsyn, Aleksandr 1918-
Gandhi, Mohandas Karamchand, 1869-1948.	Gandhi, Mahatma, 1869-1948.
b. Forename	
Plutarchus.	Plutarch.
Homerus.	Homer.

Charlemagne, 742-814.	Charlemagne, Emperor, 742-814.
Peter, Saint, apostle.	Peter, the Apostle, Saint.

2. Corporate or conference names

a. Qualifier

Automobile Association.	Automobile Association (Great Britain)
American Museum of Natural History, New York.	American Museum of Natural History.
Automobile Association, Auckland, N.Z.	Automobile Association (N.Z.)

b. British spelling

International Labor Organization.	International Labour Organisation.

c. Subelement location

United States. Army. 350th Infantry Regiment.	United States. Army. Infantry Regiment, 350th.
United States. 87th Cong., 2d sess., 1962.	United States. Congress (87th, 2nd session : 1962)
Louisiana Cancer Conference, 2d, New Orleans, 1958.	Louisiana Cancer Conference (2nd : 1958 : New Orleans)

d. Punctuation

United States. Naval Observatory.	United States Naval Observatory.
Northwestern University, Evanston, Ill.	Northwestern University (Evanston, Ill.)

3. Form subheadings

British Library. Mss. (Arundel 384)	British Library. Manuscript. Arundel 384.
Treaty of Portsmouth, 1905. Protocols, amendments, etc., Aug. 9-Sept. 8, 1905.	Treaty of Portsmouth, 1905. Protocols, etc., 1905 Aug. 9-Sept. 8.

B. SPLIT FILE

1. Basic examples

Acuerdo de Cartagena.	Cartagena Agreement (1969)

Akademie der Wissenschaften, Berlin.	Deutsche Akademie der Wissenschaften zu Berlin.
Alabama. Geological Survey.	Geological Survey of Alabama.
Alvar López, Manuel.	Alvar, Manuel, 1923-
Andersen (Arthur) and Company.	Arthur Andersen & Co.
Battelle Memorial Institute, Columbus, Ohio. Pacific Northwest Laboratory, Richland, Wash.	Pacific Northwest Laboratory.
Beaconsfield, Benjamin Disraeli, 1st Earl of, 1804-1881.	Disraeli, Benjamin, Earl of Beaconsfield, 1804-1881.
Beyle, Marie Henri, 1783-1842.	Stendhal, 1783-1842.
Canada. Army.	Canada. Canadian Army.
Dostoevskiĭ, Fedor Mikhaĭlovich, 1821-1881.	Dostoyevsky, Fyodor, 1821-1881.
Jeanne d'Arc, Saint, 1412-1431.	Joan, of Arc, Saint, 1412-1431.
Young Men's Christian Associations.	YMCA.
Saragossa.	Zaragoza (Spain)

2. City corporate body -- punctuation change

Boston. Public Library.	Boston Public Library.
Detroit. Institute of Arts.	Detroit Institute of Arts.

3. Corporate hierarchy -- interfile primary element

American Society of Mechanical Engineers. Fluids Engineering Division. Fluid Mechanics Committee.	American Society of Mechanical Engineers. Fluid Mechanics Committee.

Both entries would be "interfiled" within the primary file American Society of Mechanical Engineers. but within that primary file the two entries would be split between the Fluids Engineering ... form and the Fluid Mechanics ... form.

4. Corporate hierarchy -- no counterpart for subelement

no current heading	Walt Disney Productions. Art Department.

If there are other current headings beginning with the form Disney (Walt) Productions. both primary files must be linked even though there are not exact counterparts for any of the subheadings.

C. EXCEPTIONS
These are still to be decided.

VI. Procedures

This section outlines the specific procedures required to implement the methods chosen to integrate AACR 2 headings into the Authority File, the Public Catalog, and the branch and special collection catalogs. Exceptions to the simple "interfile" and "split file" situations are not treated here but are instead discussed in the following section on "Special Problems".

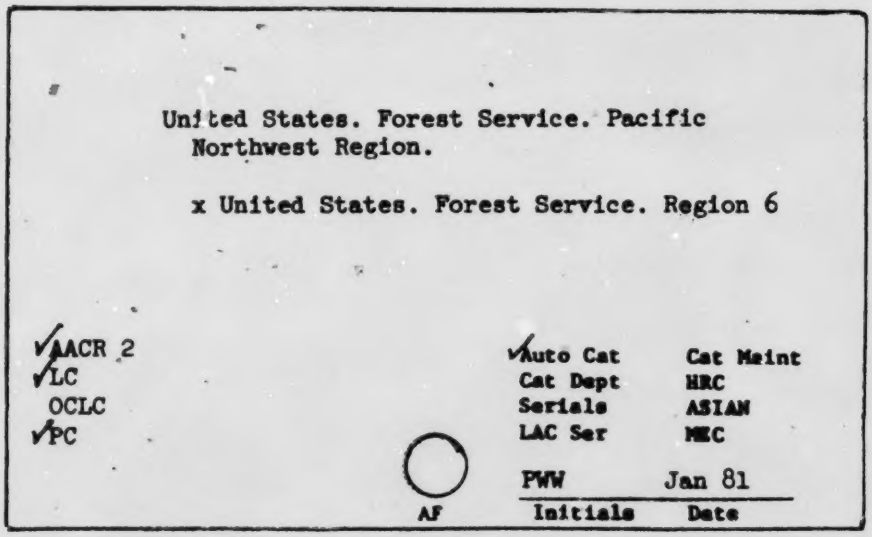
A. Authority File

The regular green authority card stock will continue to be used when AACR 2 is implemented. There was consideration of using special color coding to identify AACR 2 entries to provide the future option of removing those authority records from the Authority File. After discussion of possible future authority management systems it was realized that no clear use of those AACR 2 records could be foreseen. This simpler approach of using existing card stock has been chosen at the possible risk of losing the future option of retrieving AACR 2 records in a simple manner. The notation "AACR 2" will be added to authority records and should be marked if it is known that the entry is formatted according to AACR 2. "Bookkeeping" to record the heading(s) used in a particular catalog location should be the same as that which is now used for split files, i.e., record the location conventionally if all references are used or record location information following each reference statement if only selected references are required.

The HRC Cataloging Department can modify these procedures as necessary to maintain its duplicate authority file.

1. General form for AACR 2 authority card

An authority record for a heading which is new to the catalogs (not established under a different form) should be in the following format. References will be generated according to normal authority work procedures.



2. Interfile into the existing file

The authority record for an AACR 2 heading which will interfile with an already established entry should be in the following format. It will replace the "see from" reference in the Authority File that may be already filed where the new AACR 2 authority record will be filed. If the reference is present, discard it from the Authority File; the PC and branch references can remain where they are in these catalogs. If the reference has never been made, in the conventional manner create reference(s) for the PC and the branches as appropriate. The old and new authority cards will act as reference guides to each other in the Authority File.

PREFERRED FORM

Eliot, T.S. (Thomas Stearns), 1888-1965.

Filed in PC under:
Eliot, Thomas Stearns, 1888-1965.

✓AACR 2 ✓HRC
✓LC
OCLC
✓PC

AF

Auto Cat	Cat Maint
✓Cat Dept	HRC
Serials	ASIAN
LAC Ser	MEC

MG Jan 81
Initials Date

The existing pre-AACR 2 authority records should be modified as follows (do not type a new card if at all possible):

In the upper left corner add DO NOT USE--USE AACR 2 FORM.
Following the "see from" reference that is closest in format to the AACR 2 form, add [refs only in PC & BR].
Add the AACR 2 form as though it were a "see from" reference; add [AACR 2 form] to the end.

Pre-AACR 2 authority card before modification

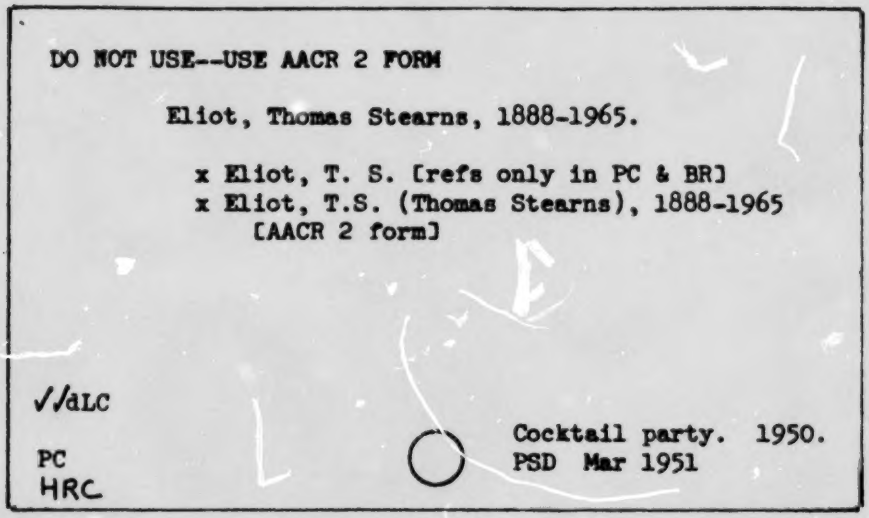
Eliot, Thomas Stearns, 1888-

x Eliot, T. S.

√dLC
PC
HRC

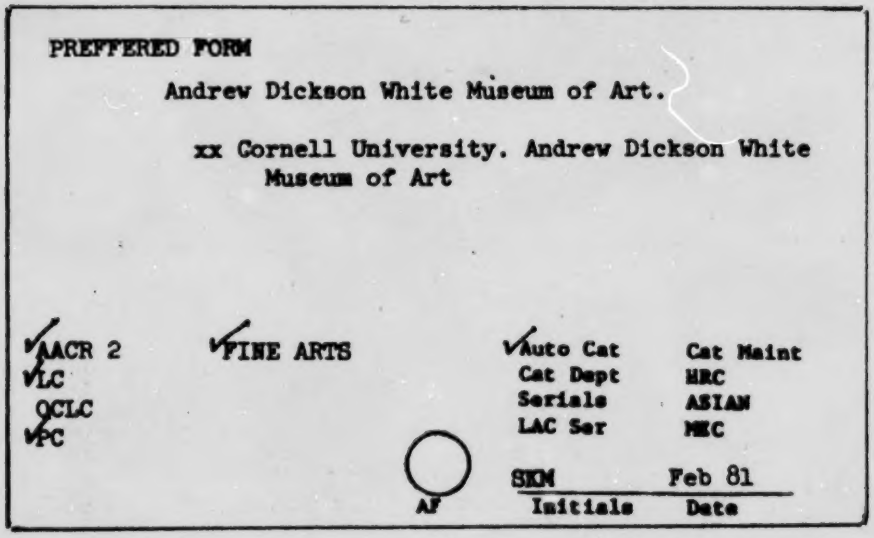
Cocktail party. 1950.
PSD Mar 1951

Pre-AACR 2 authority card after modification



3. Split files and add linking references

The authority record for an AACR 2 heading which has a pre-AACR 2 counterpart in the catalogs and which will be treated with the "split file" technique should be prepared according to the following format. The "xx" reference should be prepared in the conventional manner.



The existing pre-AACR 2 authority record should be modified as follows (do not type a new card if at all possible):

In the upper left corner add DO NOT USE--USE AACR 2 FORM

Add an "x" in front of the "see from" reference that is closest in format to the AACR 2 form; follow that reference with [AACR 2--preferred form]

Pre-AACR 2 authority card before modification

Cornell University. Andrew Dickson White Museum of Art.

x Andrew Dickson White Museum of Art

✓✓LC

added ent.: Colkins, Robert G. A medieval treasury. [1968] DP Dec 09

Pc Art

Pre-AACR 2 authority card after modification

DO NOT USE--USE AACR 2 FORM

Cornell University. Andrew Dickson White Museum of Art.

x x Andrew Dickson White Museum of Art [AACR 2--preferred form]

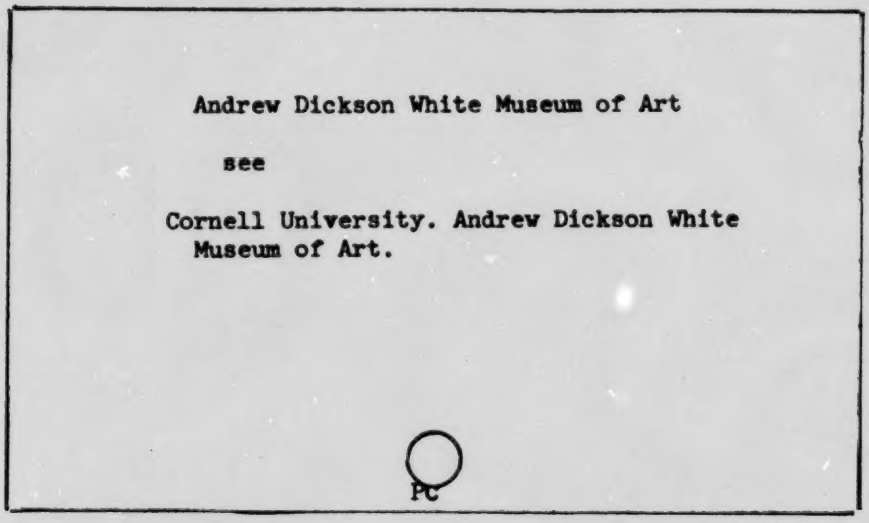
✓✓LC

added ent.: Colkins, Robert G. A medieval treasury. [1968] DP Dec 09

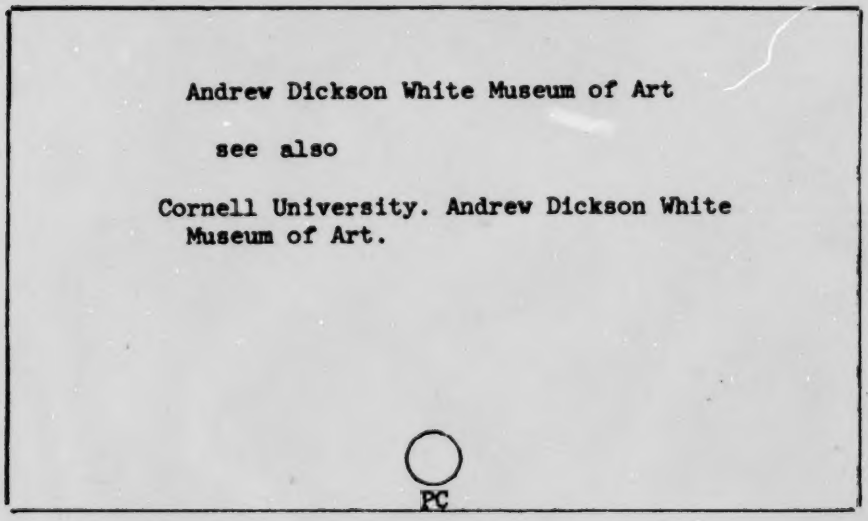
Pc Art

Change the "see from" reference that is closest in format to the AACR 2 form into a "see also from" reference. This change should be made in the Authority File and all involved catalogs.

"See from" reference before modification



"See from" reference changed to "see also from" reference

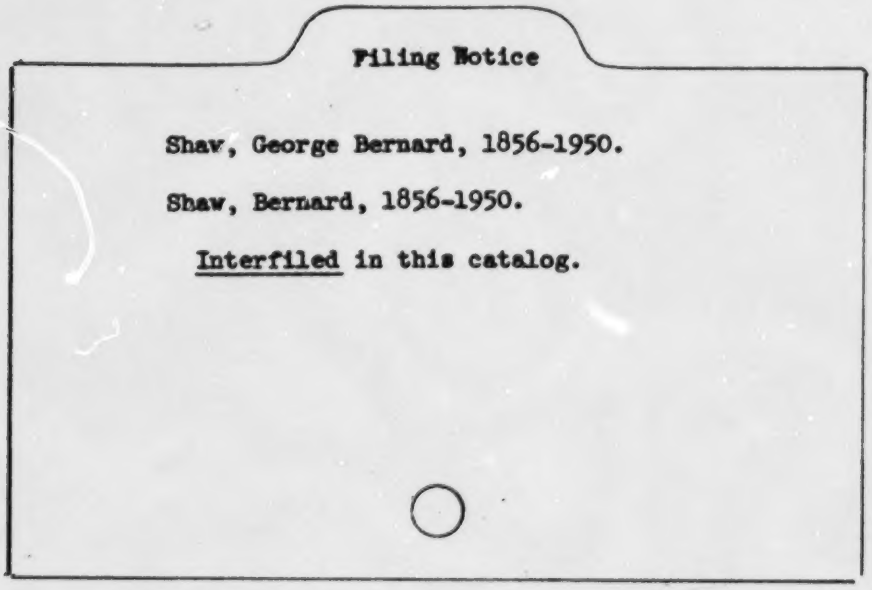


B. Public Catalog

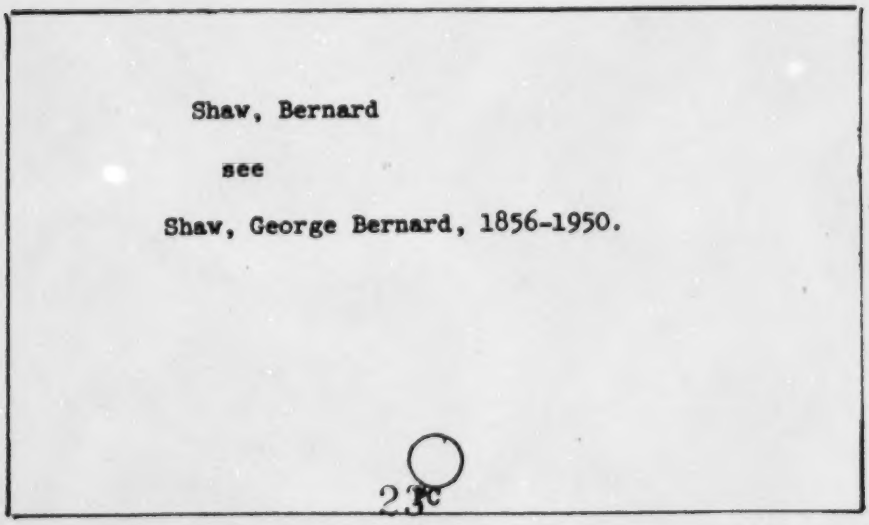
1. Interfile into the existing file

If the AACR 2 heading is in the "interfile" category, create a filing notice for the Public Catalog to be filed at the beginning of the file. Use the tabbed index cards that are

taller than the regular 3 x 5 cards in order to enhance visibility. The first heading on the card should be the form used in the existing file. If the file sequence is very long, the PC filing staff and/or the Authority Control Coordinator are responsible for using personal judgment to determine the need for additional copies of the filing notice to be used at locations other than the beginning of the file sequence. This procedure will eliminate the necessity of searching the PC for this aspect of authority work.

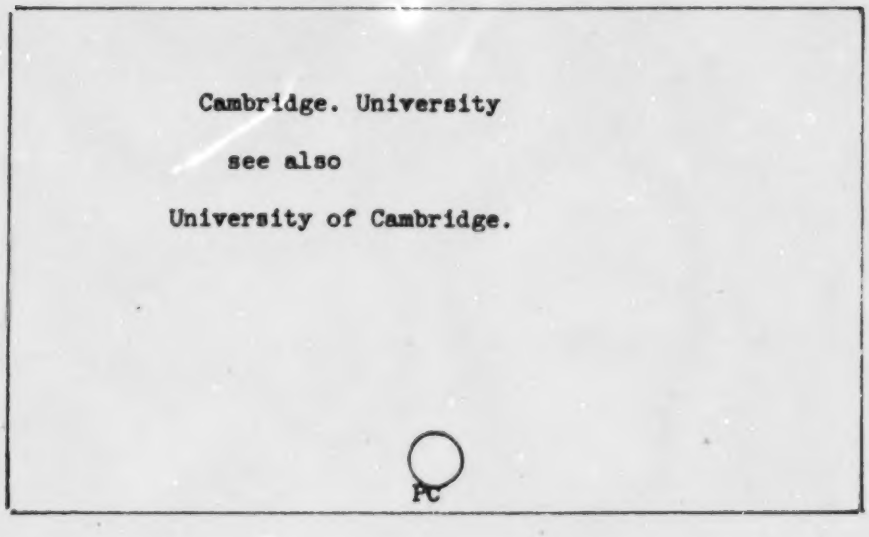


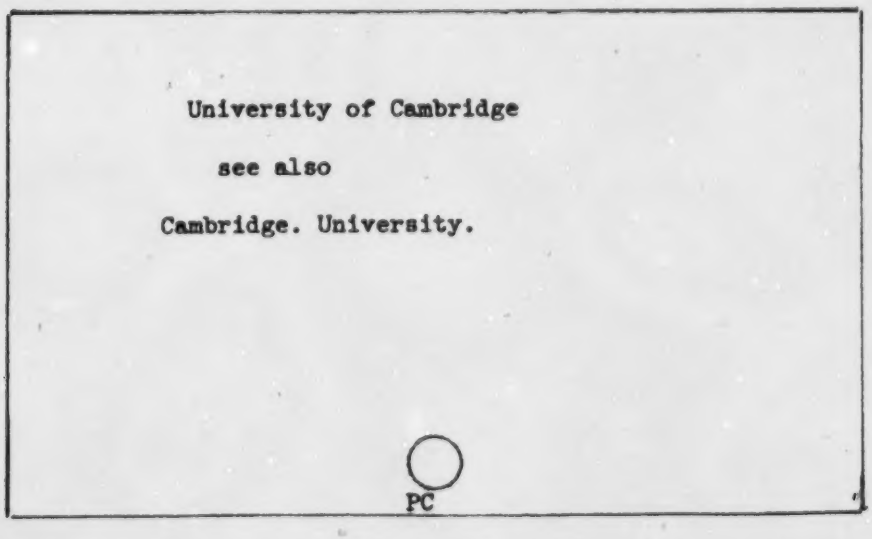
As appropriate, a "see from" reference should be filed under the unused form. In most cases this reference will have been made during previous authority work, will have been recorded on the authority card, and will be present in the PC. It is not necessary to search the PC prior to creation of these references; reliance on the Authority File records is sufficient.



Because these headings cannot be comprehensively anticipated prior to their use, these procedures can only be applied during the normal course of authority work. This interfile procedure should be applied only to those access points that meet the strict interfile principles outlined in Section V.A. of this report.

2. Split files and add linking references
If the AACR 2 heading is in the "split file" category, create "see also from" references to link the two resultant files. Normal authority work procedures are appropriate to generate these references. It is not necessary to search the PC. If the existing file sequence is lengthy, the PC filing staff and/or the Authority Control Coordinator are responsible for using personal judgment to determine the need for additional tall guide cards to enhance visibility.





The above situation requiring split files also results when a corporate body changes its name. The resultant split files are not caused by cataloging rule changes and should continue to have proper explanatory references, e.g., history cards, "see also the earlier form" references, etc.

C. Branch and Special Collection Catalogs

No special routines beyond the previously described authority work procedures will be required for branch and special collection catalogs. The required cross references, explanatory references, and interfile notices will be generated for those catalogs at the same time they are generated for the Public Catalog.

VII. Special Problems

A. Series

AACR 2 presents two problems regarding the format of series added entries. The first problem is caused by rule 21.1c. which will result in headings that consist solely of the title proper for the majority of series, even if the series title is generic or otherwise nondistinctive. The Library of Congress has partially dealt with this problem by issuing guidelines for distinguishing similar titles. "Appendix B: Unique Serial Identifiers" is a reproduction of those guidelines. There is still some ambiguity.

The other problem results because AACR 2 addresses only cataloging rules for a hypothetical "ideal" catalog. There are no provisions for merging new headings with headings formulated under older rules. The result is either a split file for some series added entries, the necessity to recatalog items already in the catalog, or the requirement not to adopt the new rules for series. None of these solutions is wholly satisfactory. The following example will clarify the situation.

Pre-AACR 2 series added entry format:
Texas. University at Austin. Bureau of Business Research.
Research report.

AACR 2 series added entry format:
Research report (University of Texas at Austin. Bureau of Business Research)

The catalog user would expect to find all information on this series in one location in the catalog. Previous experience with split files for series has shown that practice to be undesirable.

Because the available interpretations of AACR 2 regarding series formats is incomplete (especially the options chosen by LC) and because of the complexity of the problem, the Committee recommends that a Special Group (see Section VIII.D later in this report) be formed with representatives that include serials catalogers and public service staff. This group should determine the policy of the General Libraries regarding series and AACR 2.

B. Geographic Jurisdictions

The Library of Congress has interpreted rule 24.6 in AACR 2 as follows:

> When a succession of jurisdictions would be entered under the same name, use one heading for all, no matter what differences there are between the jurisdictions.

Current catalog rules allow the following types of entries:

North Carolina.
North Carolina (Colony)

Hawaii.
Hawaii (Kingdom)
Hawaii (Republic)

India.
India (Dominion)
India (Republic)

Because the actual names within each set of jurisdictions have historically remained the same, AACR 2 will allow only the following forms: North Carolina Hawaii, and India.

Although the new rule provides useful collocation within the context of a catalog that contains only AACR 2 entries, integrating the AACR 2 forms of these examples into an existing catalog can provide misleading information, i.e., in a catalog composed of both AACR 2 entries and pre-AACR 2 entries, does India. refer to the country as it exists now or does it also refer to the Dominion and the Republic? It is doubtful that guide cards or cross references could meaningfully explain this situation to the catalog user.

It is recommended that a special project be begun to find each of these types of headings that are now in the catalogs. They are primarily states of the United States and British colonies. Based on a brief survey of the Authority File and the Public Catalog, the quantity of potential conflicts is relatively small. When the headings are located, the parenthetical qualifiers should be lined through and the resultant heading should be refiled, e.g. change

India (Dominion) Coffee Board.

to

India ~~(Dominion)~~ Coffee Board.

and refile as though it were

India. Coffee Board.

These changes should be made in the Authority File, wherever the entry occurs as a heading in any public catalog, and on the shelf list card in the PCL Shelf List (to assist in any future conversion projects).

Changes in the Authority File may involve the removal of some authority records. This is because headings like the following would become equal:

India. Coffee Board.
India (Dominion) Coffee Board.
India (Republic) Coffee Board.

Removal of the parenthetical qualifier would result in the single heading of

India. Coffee Board.

The changes would also affect see also references and history cards. Most of those guides would be removed from the catalogs because they would have no meaning in a single integrated file.

Most of these changes would be straightforward as described above and would involve a limited number of entries. Identification of the involved entries would require methodical study of the catalogs. The individual performing this task would also need to be aware of the situations that are not simple and must have the ability to resolve the conflicts inherent in name changes found in the corporate hierarchies of these jurisdictions. The heading

India. Archaeological Survey.

is also related to

India (Dominion) Archaeological Survey.

and

India (Republic) Dept. of Archaeology.

It is possible to interfile India. Archaeological Survey and India ~~(Dominion)~~ Archaeological Survey but India (Republic) Dept. of Archaeology must have (Republic)

lined through and then must be refiled and appropriate revisions to related see also references must be made. These complexities suggest the proposed Authority Control Coordinator as the individual to perform this project. This project could begin prior to adoption of AACR 2.

C. Form Subheadings and Uniform Titles

With a few exceptions, form subheadings are not used in AACR 2; they have either been eliminated or they have been replaced by simple titles or uniform titles.

1. Exceptions

The following form subheadings will continue to be applied as form subheadings but their form will be altered.

Current form subheading	AACR 2 form
Mss. (or MSS.) British Library. Mss. (Arundel 384)	Manuscript British Library. Manuscript. Arundel 384.
Protocols, amendments, etc. Treaty of Portsmouth, 1905. Protocols, amendments, etc., Aug. 9-Sept. 8, 1905.	Protocols, etc. Treaty of Portsmouth, 1905. Protocols, etc., 1905 Aug. 9-Sept. 8.

These headings can be interfield as outlined earlier in the report.

2. Eliminations

The following form subheadings will have no counterpart under AACR 2.

Current form subheading	Example
Homilies	Church of England. Homilies.
Injunctions	Church of England. Injunctions.
Legend	Alexius, Saint. Legend.
Letters from missions	Jesuits. Letters from missions.
Spurious and doubtful works	Aristoteles. Spurious and doubtful works.

3. Replacements

The following form subheadings will not be used under AACR 2. However the corporate body portion of the current access point will continue to be used and title or uniform title access will be added as appropriate, e.g.,

Canada. Treaties, etc.
Title of specific item...
will become
Canada.
[Treaties, etc.]
Title of specific item...

The following group of form subheadings will be replaced by a uniform title related to the specific title being cataloged if the form subheading and the specific title are different but there will be no uniform title access if there is also identical title access, e.g.

Church of England. Liturgy and ritual. Holy week offices.
The Service of Tenebrae...
will become
Church of England.
[Holy week offices]
The Service of Tenebrae...
but
Church of England. Book of common prayer.
The Book of common prayer...
will become
Church of England.
The Book of common prayer...

Current form subheading

Articles of confederation
Articles of religion
Articles of visitation
Book of common prayer
Canons, decretals, etc.
Canons, nomocanons, decrees, etc.
Catechism
Charter
Charters
Constitution
Court rules
Covenant
Declaration of independence
Liturgy and ritual
Revision

The following group of form subheadings will be replaced by specific uniform titles.

Current form subheading	AACR 2 uniform title
Laws, by-laws, etc.	Laws, etc.
Laws, statutes, etc.	Laws, etc.
Ordinances, local laws, etc.	Laws, etc.
Selections.	Selections.
Treaties, etc.	Treaties, etc.

It is important to emphasize that all of the above examples have been generated by one individual and are based solely on a personal interpretation of the rules. Interpretations may vary and specific applications may turn out to be different; however, the essential changes should be similar enough to the above interpretations to allow some general guidelines to be established by this committee.

Many of the form subheadings have been rarely used in the General Libraries catalogs or they are often used only once or twice with any given main heading. No effort should be made to anticipate catalog conflicts in these situations; they should simply be resolved as a normal part of authority work. For these reasons, it is recommended that no advance preparations should be made concerning the form subheadings noted in the "Exceptions" portion of this section.

A study of the Public Catalog and the Library of Congress printed catalogs concerning the application of the form subheadings under the "Eliminations" portion reveals the following:

"Homilies" has not been used in many years. Only nine card sets that even use the subheading can be located in the PC.
"Injunctions" has not been used in many years. No General Libraries entries that use the subheading can be located in the PC.
"Legend" appears in the Public Catalog often interfiled with the subject subdivision "legends". The subject subdivision will continue to be used. The form subheading is used with the following key entries:
Alexius, Saint - 22 entries
Cyprianus, of Antioch - 0 entries
Francesco d'Assissi, Saint - 36 entries
Grail - 65 entries
Gregorius I, the Great, Saint, Pope - 2 entries
"Letters from missions" is apparently used only with "Jesuits"; there are 46 entries in the PC.
"Spurious and doubtful works" is used with the following entries:
Aristoteles - 30 entries
Cicero - 0 entries
Dante - 1 entry
Seneca - 1 entry
Shakespeare - 1 entry
Thomas Aquinas - 4 entries

Very few of these entries have resulted from recent cataloging. The use of guide cards for the following specific headings is recommended:

Church of England. Homilies.
Alexius, Saint. Legend
Francesco d' Assissi, Saint. Legend.
Grail. Legend
Jesuits. Letters from missions.
Aristoteles. Spurious and doubtful works.

The guide card should be in this form:

Heading. Form subdivision
see also related specific titles under
Heading.

e.g.,

Grail. Legend
see also related specific titles under
Grail.

For each of these examples a reversed guide card filed in the titles for the main heading could also be useful. Because there are often related added entries under the main heading to provide access, with the exception of the above six examples, it is recommended to either ignore the other scattered entries with form subheadings or to line through the subheading (also the entry on the shelflist should be marked) and to refile those cards under the new heading.

The subheadings described in the first part of "Replacements" do not have equal impact upon the catalog, e.g. "Articles of visitation" occurs infrequently whereas "Liturgy and ritual" occurs with nearly every religious corporate body. A systematic compilation of the possible uses of those subheadings is not practicable. It is recommended that whenever authority work for a uniform title reveals a relationship to an existing entry that has a form subheading that the entries be linked with references for short files or guide cards for long files. The result will be:

Catholic Church.
[Gradual]
see also related titles under
Catholic Church. Liturgy and ritual.

Catholic Church.
[Lectionary]
see also related titles under
Catholic Church. Liturgy and ritual.

Catholic Church. Liturgy and ritual
see also related titles under
Catholic Church.
[Gradual]
Catholic Church.
[Lectionary]

For the subheadings replaced by specific uniform titles (second half of "Replacements"), it is recommended that the following types of guides or references be created during authority work.

Glasgow. Laws, by-laws, etc.
see also related titles under
Glasgow.
[Laws, etc.]

Glasgow.
[Laws, etc.]
see also related titles under
Glasgow. Laws, by-laws, etc.

A similar format can be extrapolated for the other form subheadings to uniform title conversions.

Since authority work would be required normally for all of the above described entries and because those entries occur relatively infrequently compared to all access points, significant changes in the flow of authority work are not anticipated as a result of the preceding suggestions.

VIII. Special Recommendations

A. Authority Control Coordinator

Integrated authority control within a library system is necessary in order to provide clear, comprehensive access to information within that system. The insights gained during preparation for transition to the use of AACR 2 have focused on the complexity of the intellectual aspects of authority control and have pointed out the difficulty of coordinating the flow of the results of those intellectual activities.

Within the General Libraries, authority records and references are generated by the following groups of people:

- Cataloging Department
  - Original cataloging (including the special subset for the Library of Congress Name Authority Cooperative Project)
  - Edit cataloging
  - Music cataloging
  - Serials cataloging (original and edit)
  - Catalog maintenance
    - Snag unit
    - Authority File unit
- Automated Cataloging Department
- Asian Collection cataloging
- Benson Latin American Collection serials cataloging
- Humanities Research Center cataloging
- LBJ School of Public Affairs Library cataloging
- Middle East Collection cataloging

Based upon guidance from the Cataloging Manual and from individual supervisors, staff members in the above groups must generate or revise authority work that meshes with existing General Libraries catalogs, various editions of cataloging rules, and the interpretation of those rules by the Library of Congress. Sources for those LC interpretations include MARC bibliographic records on OCLC, MARC name authorities online through OCLC, printed catalogs, and printed depository references. After a cataloger (Professional Librarian, Library Assistant, etc.) completes the intellectual preparation for authority work, typists must prepare the necessary records and references. Following proofreading, filers must integrate all of those items into the various catalogs.

Throughout this complex interaction of people there is no final authority who can provide guidance and feedback on a day-to-day basis and who can readily interact with the Authority File. This Committee recommends the creation of the position of Authority Control Coordinator. The individual in this position will coordinate the efforts of the supervisors of catalogers, typists, and filers for any tasks related to authority management. Guidance will be given to staff members involved in snag resolution that relates to authority control. Because authority control is often based on arbitrary rules, the Authority Control Coordinator will be the final arbiter in authority conflict situations; for this reason the coordinator must understand the details of

the complex interrelationships between the catalogs of the General Libraries and the individuals that create and use these catalogs. This person will create and update documentation related to authority control and will insure the proper dissemination of that documentation. The Authority Control Coordinator will help to guide the General Libraries in the probable future transition to direct authority control for all catalog access points and to the use of an automated authority control system.

Because of the complexity of the duties described above the Committee recommends that the Authority Control Coordinator should be a Professional Librarian. The work to be accomplished by the coordinator is important to the flow of information within the General Libraries and could speed that flow by removing bottlenecks and by eliminating the redundant authority work that is currently created by authority snags. The committee recommends the creation of a new Professional Librarian position to fulfill these duties. If this is not possible, reassignment of a current position would be desirable. Part time reassignment of a current position, although not as satisfactory, is another alternative.

B. Elimination of "Rule of Three"

In the "Name Authority Work Policy" of the Cataloging Manual under the heading "Authority conflicts", the following statement appears:

> When the same entry has been established under two different forms, the number of entries under each form determines the proper procedure. If there are one or two entries under the old form, the entry is revised and new bibliographic records are made. If there are three or more entries, make "see also" references between the forms. Note on the upper left corner of the authority record of the old form "Do not use" and of the new form "Preferred form".

This statement is referred to as the "rule of three". It applies only to revisions of headings due to changes or reinterpretations of rules and does not affect the correction of headings that are discovered to be erroneous.

Currently there are about 250 catalog conflicts annually resolved by the "rule of three". This results in up to 500 recycled card sets per year. The volume is not enormous; however pulling old card sets, issuing revised sets, and refiling them is definitely a burden on the staff. Adoption of AACR 2 will probably increase this workload.

The purpose of this arbitrary rule was to provide files under one heading where possible without creating a tremendous staff workload. However, this effort to provide better public service is lost because the involved cards are removed from the public catalogs for a very lengthy time during the recycle process. Also, because growth is so rapid, additional snags are often generated when new card sets enter the catalogs while several other card sets are absent from the catalogs for the revision process. At times it appears that an endless circle of revision is taking place.

In order to provide more timely public service and in order to relieve part of the catalog maintenance workload so that more energy can be spent processing new items, the Committee recommends that application of the

"rule of three" be discontinued. The "split file" procedure described earlier in this report should be used to resolve conflicts between different editions of cataloging rules. As an additional benefit it may be possible to remove this category of problems en masse from the existing snag backlog.

C. Interfiling Variant Spellings

The discussion that resulted in the recommendation to interfile AACR 2 corporate and conference names with their pre-AACR 2 counterparts if the only variation was a revision to conform with British spelling also suggested a filing rule change that should benefit the user of the catalogs. Although filing rules are not standardized throughout the General Libraries, a common practice is to follow the Library of Congress and to file titles exactly as they are written. The Committee recommends that all units of the General Libraries should uniformly adopt rule 11 of the second edition of the ALA Rules for Filing Catalog Cards. The essence of that rule says that when different entries begin with the same word spelled in different ways (e.g., Color and Colour; Encyclopedia and Encyclopaedia), choose one spelling according to the criteria given in the introduction to the rule and file all entries under that spelling. Explanatory references should be filed under the variant spellings. Application of this rule and creation of the references will be the responsibility of the filing supervisor for each public catalog.

D. AACR 2 Special Problem Groups

Some problem areas have not been resolved by the Committee. This is primarily due to the lack of information that may become available later. The treatment of series added entry formats is still open to question. There is the problem of efficiently generating meaningful history cards that incorporate both the name variations caused by changes in corporate structures and those caused by the rule changes. It is possible that the form and choice of entry can affect the cuttering structures of the LC classification schemes. The form and choice of entry may differ from that used on a previously cataloged edition or variant language version; there may be problems in properly linking editions or translations. New uniform titles for music have not been explored. It is probable that AACR 2 will affect the serials printout and the Kardex.

The Committee recommends that the Authority Control Coordinator convene groups of specialists to resolve these problems as more information becomes available.

IX. Proposed Timetable

The Authority Control Coordinator should be appointed as soon as possible in order to implement necessary changes prior to 1981. This would include the responsibilities to assist the Bibliographic Control Committee with necessary revisions to the Cataloging Manual, to assist in the training needed for local implementation (including assisting training groups with appropriate revisions to public service documents), and to resolve the unanswered questions posed in the previous section. This individual will also need to begin the project to prepare the headings for geographic jurisdictions (Section VII.B.) for the interfiling of AACR 2 entries. Much of the catalog revision for form subheadings (Section VII.C.) could be started at once.

Actual day to day usage of AACR 2 should be begun when local training is complete and when OCLC, Inc. allows the input of AACR 2 cataloging. This means that original cataloging will begin AACR 2 use on 1 December 1980 and, it is assumed, that AACR 2 cataloging will begin to be found in the OCLC data base in January 1981.

Neither the proposal to eliminate the "rule of three" nor the proposal to interfile variant spellings is dependent upon AACR 2. They should be implemented immediately.

X. Cost to the General Libraries

The nine members of the Committee have spent over 510 hours to prepare this report. This has included group meetings, sub-group meetings, study of AACR 2, reading of related materials, and preparation of special reports. No record was maintained of the amount of time spent by typists to prepare minutes, reports, and drafts. It is, of course, not possible to know prior to the release of this document the amount of time that will be spent reviewing it.

The Authority Control Coordinator will be expensive because that individual will not be able to perform other bibliographic control tasks. The tradeoff will be found in the probable increase in the smooth flow of information and bibliographic records.

The transition to use of AACR 2 will have a definite extra cost because some bibliographic control staff will have to be diverted from regular duties in order to perform preparatory tasks, to create necessary documentation, and to participate in special problem groups.

Integrating AACR 2 entries into the Authority File and the catalogs will definitely require more time from bibliographic control staff. It may be necessary to divert some staff to cataloging tasks or to have a special request for hourly help. The amount of this time can perhaps be estimated by comparison of cataloging statistics for time periods prior to and following the adoption of AACR 2.

The cost will be substantial if AACR 2 must be applied in nearly any aspect to any retrospective conversion process.

Benefits of the Committee go beyond the simple results of the procedures for adopting AACR 2. There is now a greater awareness of the authority control procedures and needs of the General Libraries. The elimination of the "rule of three" and the interfiling of variant spellings should enhance public access to the contents of the General Libraries.

It will be difficult to accurately tally the costs and benefits of AACR 2. Assuming that AACR 2 must be adopted, it is probable that the benefits of this Committee will be worth the cost because of the enhanced understanding of the workings of the Bibliographic Control Division and because of the increased documentation of those procedures.

XI. Bibliography

The members of the Committee had access to a previously gathered collection of articles and reports prepared for the Task Force on Alternatives to the Card Catalog. Several members of the Committee had previously read those reports.

Additionally the members of the Committee read the following.

"AACR 2: Background and Summary" LC Information Bulletin. 20 October 1978. p. 640-652.

Anglo-American Cataloguing Rules. Second edition. Chicago: American Library Association, 1978.

Arret, Linda. "New Catalog/New Librarian? Reference at LC" RQ. v. 19, no. 1. Fall 1979. p. 44-51.

Bengston, Betty and Haines, Todd. "Post-1980 Headings and the Georgetown University Catalog: A Working Paper" Alternative Catalog Newsletter. no. 17, December 1979. frames 12-22.

Gorman, Michael. "The Anglo-American Cataloguing Rules, Second Edition" Library Resources & Technical Services. v. 22, no. 3, Summer 1978. p. 209-226.

Library of Congress. Cataloging Service Bulletin.
no. 2, Fall 1978. p. 2-29.
no. 3, Winter 1979. p. 3-7.
no. 5, Summer 1979. p. 3-9.
no. 6, Fall 1979. p. 2-40.
no. 7, Winter 1980. p. 3-8.

Martin, Susan K. "A Learning Experience" American Libraries. v. 11, no. 2, February 1980. p. 117-118.

Simonton, Wesley. "An Introduction to AACR 2" Library Resources & Technical Services. v. 23, no. 3, Summer 1979. p. 321-337.

Tucker, Ben. "Implementation of the AACR 2 at the Library of Congress" Typescript of speech. August 1979. 22 pages.

Appendix A: Changes in Punctuation in Corporate Entries

AACR 1: A corporate body is entered under the municipality in which it is located if the name consists solely of a common word or phrase.

AACR 2: A corporate body is entered directly under the name by which it is predominantly identified.

Current Heading	AACR 2 form
Boston. Public Library.	Boston Public Library.
Detroit. Institute of Arts.	Detroit Institute of Arts.
Los Angeles. Municipal Art Gallery.	Los Angeles Municipal Art Gallery.
San Antonio, Texas. Municipal Information Bureau.	San Antonio Municipal Information Bureau.

In the Public Catalog the current headings are arranged according to the LC rule of group order for chief cities without a geographic designation. Such entries are filed with regard for the punctuation with the mental insertion of the geographic designation. The AACR 2 headings (with no punctuation separating the place from the rest of the heading) file alphabetically word by word with other titles. A corporate entry under the current heading and also under the AACR 2 form would file thus:

	Boston, Bruce.	
	Boston (title)	
	Boston Brass Ensemble.	
	Boston Conference on Distribution.	
	Boston globe.	
	Boston, (Mass.) [Guide Card]	All of these are filed as though (Mass.) were present following Boston.
	Boston.	
	Boston. Board of Trade.	
	Boston. Museum of Fine Arts.	
Pre-AACR 2 form	Boston. Public Library.	
	Boston. Zoological Gardens.	
	Boston (titles after Boston, Mass.) [Guide Card]	
	Boston medical and surgical journal.	
AACR 2 form	Boston Public Library.	
	Boston University	
	Boston weekly magazine.	

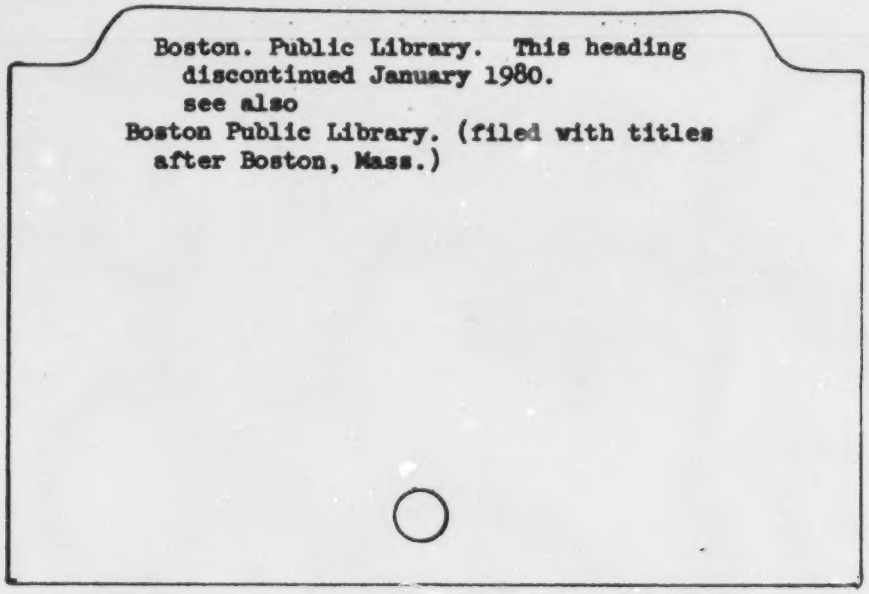
Problem: How to deal with corporate headings cataloged under both the old and new forms. To interfile or to link?

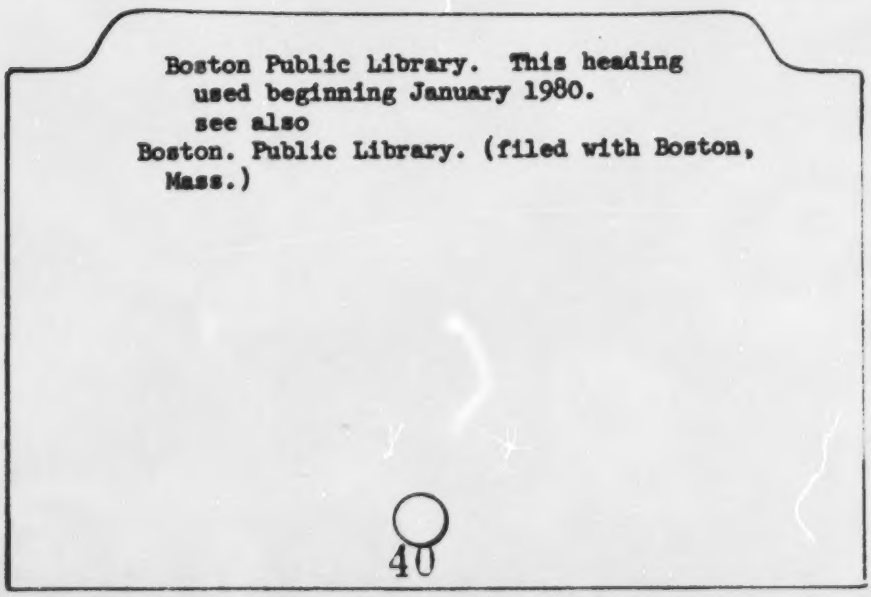
The Committee considered at one point the possibility of interfiling entries beginning with the same geographic name in one straight alphabetical file as prescribed by the ALA Rules For Filing Catalog Cards. However, this action would create a problem with the AACR 2 rule for additions to place names (23.4).

Example:	Current Heading	AACR 2 form
	Los Angeles.	Los Angeles (Calif.)
	London.	London (England)
	San Francisco.	San Francisco (Calif.)
	St. Louis.	St. Louis (Mo.)
	Stockholm.	Stockholm (Sweden)

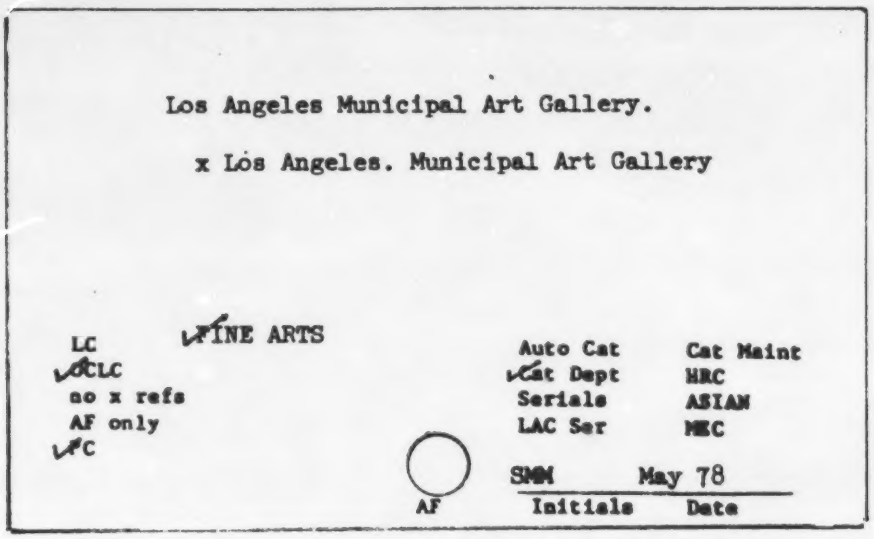
The LC rule regarding punctuation following names of chief cities is therefore compatible with AACR 2's rule for addition to place names. It is recommended that use of the LC rule be continued since the old and new form will interfile without problem.

It appears to be most practical to use split files with linking references for the corporate bodies involving city names that change to the predominant form.


Boston. Public Library. This heading discontinued January 1980.
see also
Boston Public Library. (filed with titles after Boston, Mass.)



In some instances the preferred form has already been established as in the following example from the Authority File:



Los Angeles Municipal Art Gallery.

x Los Angeles. Municipal Art Gallery

LC
✓OCLC
no x refs
AF only
✓C

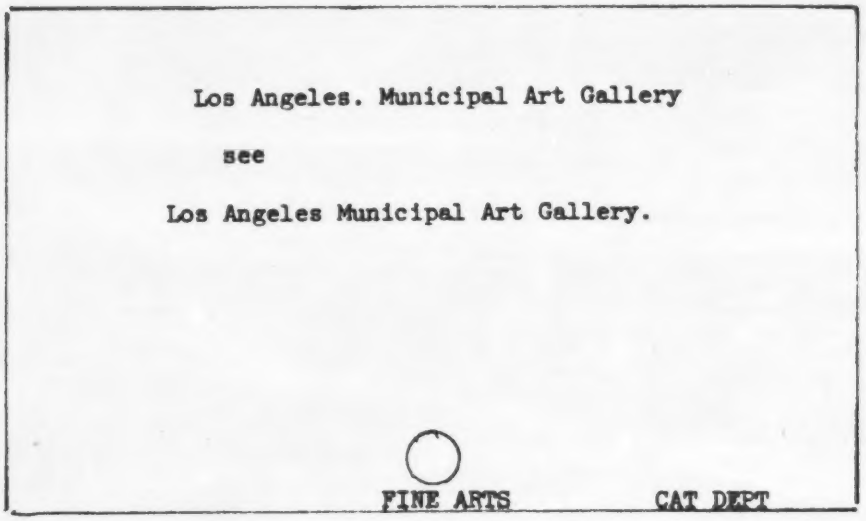
✓FINE ARTS

Auto Cat
✓Cat Dept
Serials
LAC Ser

Cat Maint
HRC
ASIAN
MEC

AF

SMM May 78
Initials Date



Los Angeles. Municipal Art Gallery

see

Los Angeles Municipal Art Gallery.

FINE ARTS CAT DEPT

Appendix B: Unique Serial Identifiers

The question of how the entries for the many serials entered under title will be uniquely identified when they appear in a data base as main entries, linking entries, or added entries (e.g., series added entries) has arisen in relation to serials cataloging under AACR 2. The statement below is to keep librarians informed. We consider these detailed guidelines for the formulation of unique serial entries as worthy of ISDS's attention. Consequently, revisions to the Guidelines for ISDS are being proposed that will allow for greater compatibility between the ISDS key title and our unique identifier for serials. This statement was jointly developed by the Library of Congress and the National Library of Canada and was submitted to the Joint Steering Committee for Revision of AACR 2, which has approved it in principle. A rule interpretation will be issued to LC's catalogers for implementation in 1981.

The problem, as it was first identified, relates specifically to series added entries. As prescribed by rule 21.30L, series added entries, when required, are to be made "under the heading for a series." As a result of the provisions of rule 21.1C, however, the heading for the majority of series will consist solely of the title proper, even for series that consist of generic or other nondistinctive titles. Immediately, then, we are faced with a problem in attempting to group added entries for each of the separately cataloged works in a series together with other works in the same series, and with the record for the series cataloged as a whole, while at the same time segregating records for

items belonging to one series from those belonging to another with the same title.

For serials entered under title, therefore, we feel it is essential to provide a means of formulating unique headings[1] when the title proper for one serial is identical to that of another. By extension, we feel that unique titles should be applicable to serials entered under the name of a person or corporate body, as well, if such a serial resumes publication under a title used earlier (with a different title intervening). This would provide a means of differentiating between two serial records that would otherwise have the same combination of name heading and title.

It should be noted that although the problem, as identified, relates specifically to serials, the same sort of situation does occur with nonserial items. Films, sound recordings, educational kits, cartographic materials, etc., are quite frequently issued with nonunique titles, and for those that are entered under title the result will be identical headings. If it is necessary to relate another publication to one of these works, by means of a related work or analytical added entry, there are provisions made in rules 21.30G and 21.30M that would allow the addition of an "edition statement, date, etc.," to the added entry heading in order to identify more precisely the work to which the publication is related. However, formulating an added entry in this way actually results in an anomolous heading that does not match the main entry heading for the work itself. It is only by compensating manually for the variance in headings that we succeed in filing the added entry and main entry together. In machine-filing such an adjustment would be virtually impossible to make with absolute regularity. We, therefore, have addressed the problem at its source (i.e., the main entry heading for a work). We intend to apply these provisions for formulating unique titles primarily to serials, but, optionally, they are applicable to any types of material, whether serial or nonserial in nature.

The six guidelines that follow provide cataloging agencies with an optional means of differentiating between otherwise identical title and name-title headings, as necessary, to ensure consistent file organization and efficient referencing and citation from one work to another. The guidelines have been formulated to be consistent with the general principles and provisions of AACR 2 as a whole, and to serve simply as an adjunct to these rules. The examples used do not necessarily reflect the options and procedures of the Library of Congress in applying AACR 2.

Guidelines for the Formulation of Unique Titles

1. Use of Unique Titles

Unique titles provide the means of distinguishing between different works that happen to have been published under the same title. The need to use unique titles varies from one catalog to another and varies within one catalog. Base the decision whether to use unique titles in a particular instance on

a) how many works with the same title are entered in the catalog

b) whether the main entry is under title

c) whether there are related or analytical entries in the catalog that are to be linked to the work by means of

[1] For the purposes of this statement, the terms "unique title" and "unique heading" have been used to identify the type of heading involved.

either an added entry or a citation within the related entry. [The Library of Congress policy will require this criterion in all cases of possible application of the technique to nonserials.]

Although the guidelines in this section are stated as instructions, apply them according to the policy of the cataloging agency.

2. Basic Rule

If two or more different works appear under the same title, create a unique title for each work as instructed in 3-4. (The agency's policy on revising existing bibliographic records may determine the application of a unique title to the earlier work.)

If the work is entered under a main entry heading, enclose the unique title in square brackets, and give it before the title proper. If the work is entered under title, give the unique title as the heading. (In the latter case, the Library of Congress will apply the option in rule 25.2A that permits the omission of square brackets.)

3. Main Entry Under Title

A. General rule. If a work is entered under title, and the title proper is identical to the title used as an entry for another work, create a unique title heading for the work by adding to the title proper a qualifying term as instructed in B1-3.

B. Qualifying term

1. Qualify the title proper by adding in parentheses the place of publication, distribution, etc., provided

a) the addition of the place name serves to identify the work meaningfully; and

b) the addition of the place name serves to distinguish the work from others with the same title proper.

Record the place name as instructed in 23.2-23.5.

The Citizen (Ottawa)
The Citizen (Vancouver)

Arrow (Montréal)
Arrow (Castlegar)

Journal of education (Easton, Pa.)
Journal of education (New York, N.Y.)

(The last example shows the local place names themselves qualified by the names of the larger jurisdictions in the form required by rule 23.4A. This addition of the larger jurisdiction is in accordance with the Library of Congress' application of the first option in rule 23.4B.)

2. If the provisions of 3B1 do not apply, qualify the title proper by adding in parentheses the name of the corporate body with which the work originated, or by which it was issued or published, provided

a) the addition of the name serves to identify the work meaningfully; and

b) the addition of the name serves to distinguish the work from others with the same title proper.

Record the name of the corporate body as instructed in 24.1-24.27.

Longitudinal waves (Halas and Batchelor Cartoon Films)
Longitudinal waves (British Broadcasting Corporation. Television Service)

Technical report (Forest Engineering Research Institute of Canada)
Technical report (International Pacific Halibut Commission)

Contact (Toronto Nutrition Committee)
Contact (Real Estate Institute of Canada)

3. If the provisions of neither 3B1 nor 3B2 apply, qualify the title proper by adding in parentheses a term consisting of date, other title information, an "edition" statement,[2/] or any other term or combination of terms that will serve to distinguish the work from others with the same title proper.

Journal of commerce (Montréal)
Journal of commerce (Montréal : 1913-1924)
Journal of commerce (Montréal : 1928-1932)
(Published from 1885-1913 under title: Journal of commerce; from 1924-1926 under title: Journal of commerce of Montreal; and from 1926-1928 under title: Journal of commerce of Canada)

The Canadian Indian (A brief outline)
The Canadian Indian (Statistics)

Good farming (Eastern edition)
Good farming (Western edition)

Month magazine (Ottawa edition)
Month magazine (London edition)

4. Main Entry Under Person or Corporate Body

A. General rule. If a work is entered under the name of a person or corporate body, and the title is identical to the title of a different work entered under the same name, create a unique title for the work by adding to the title proper a qualifying term as instructed in 4B.

B. Qualifying term

1. Qualify the title proper by adding in parentheses the place of publication, distribution, etc., provided

a) the addition of the place name serves to identify the work meaningfully; and

b) the addition of the place name serves to distinguish the work from others with the same title proper that are entered under the same name.

2/For purposes of qualification in unique titles, "edition" statement refers to statements appearing in the item that use the term "edition" or its equivalent in other languages, but that actually identify a distinct version of a work, e.g., local edition, special interest edition, or language edition statements.

Record the place name as instructed in 23.3-23.5.

2. If the provisions of 4B1 do not apply, qualify the title proper by adding in parentheses a term consisting of date, other title information, an "edition" statement, or any other term or combination of terms that will serve to distinguish the work from others with the same title proper entered under the same name.

Canada. Department of Public Works.
[Annual report (1965-1971)]
Annual report ...

Canada. Department of Public Works.
[Annual report (1977-)]
Annual report ...
(Published from 1972-1976 under title: Report)

5. Changes in Unique Titles

A. General rule. If the name of a corporate body is used as a qualifying term in a unique title, and the name used to identify the corporate body changes, or if that corporate body ceases to be associated with the work, change the unique title as instructed in 5B-C.

B. Monographs

If a multipart monograph has been entered under a unique title heading that uses as a qualifying term the name of an originating or issuing body, etc., and the function performed by that body is subsequently taken over by another body, change the qualifying term in the unique title to the name of the second, or subsequent body, provided that name predominates in later parts of the monograph.

C. Serials

1. If a serial has been entered under a unique title heading that uses as a qualifying term the name of a corporate body and that body changes its name (see 24.1B), create a new record for the serial and establish a new unique title heading using as a qualifying term the new name of the corporate body.

Publication (University of Toronto. Institute of Environmental Sciences and Engineering)

Publication (University of Toronto. Institute of Environmental Studies)

2. If a serial has been entered under a unique title heading that uses as a qualifying term the name of a corporate body and the function performed by that body is subsequently taken over by another body, create a new record for the serial and establish a new unique title heading using as a qualifying term the name of the new corporate body.

6. Additions to Unique Titles

A. Make additions to unique titles as instructed in 6B-C.

B. If a work exists in more than one language version, add the name of the language to the unique title to differentiate between language versions, or between a translation and the original, when the title proper is the same.

Record the language as instructed in 25.5D.

Chatelaine. English
Chatelaine. French

C. Optionally, if general material designations are used (see 1.1C), add the designation at the end of the unique title.

Mobilisation
Mobilisation. Microform

REPORT
OF THE
AACR 2 TRAINING ACTION COMMITTEE

April 1980

Ernestine Potter (chairperson)
John Burlinson
Will Goodwin
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Appendix: RTSD/CRG/LC AACR 2 Institutes

I. Staff to be Trained and the Structure of the Training

Because of the impact AACR 2 and its local implementation will have on cataloging and public catalogs almost all library personnel will need some training or orientation to the new code. The Committee recommends that a series of training sessions be held to introduce library staff in the General Libraries, the Law Library and the Humanities Research Center Library to AACR 2, LC's options and interpretations and local implementation decisions. This training program should be broad in scope and scaled to meet the training needs of individuals according to the jobs for which they are responsible.

The Committee recommends that the training be structured in four levels which are as follows:

Basic Level

This level will include a broad overview of the rules, of local implemention decisions and the potential impact they will have on our catalogs and cataloging. It will be offered for all library personnel who need training or orientation to the code and will be conducted in large group sessions.

Intermediate Level

This level will include training in choice and form of entry. Catalogers (edit and original), searchers, all information and reference desk staffs and bibliographers should receive this instruction. Small group sessions will be held and the focus of training at this level will be geared to the needs of those being trained.

Full Level

This level will include intensive training in the rules for description and other aspects not yet covered. Catalogers (edit and original) and the supervisors of the Data Entry Operators (DEO) and Catalog Maintenance staff should receive full level training. Small group sessions will be conducted at this level.

Specialized Level

This level will be conducted for catalogers and other personnel who need specialized training for cataloging serials, music, maps and audio/visual materials.

A survey has been made of the personnel in the General Libraries, Humanities Research Center Library and Law Library to determine how many staff will need training at each level. A chart listing the number of personnel in each area of the library who will need training at the various levels is attached.

Estimated number of staff needing AACR 2 training

	SPECIALIZED[1]	FULL	INTERMEDIATE	BASIC
Bibliographic Control				
Acquisitions			8	12
Automated Cataloging		9	9	9
Cataloging	13	20	38	54
Data Entry & Card Proc.		1	3	14
Gifts & Exchanges			1	2
HRC Cataloging	5	32	44	50
Serials		2	7	13
subtotal	18	64	110	154
Public Services				
Bibliography Department			7	7
Circulation - Desk			15	52
Reference			8	15
Special Services	1(?)	1	7	9
subtotal	1	1	37	83
Branches				
Asian/S. Asian		3	3	3
Barker			2	7
Benson LAC			5	15
Chemistry				2
Classics				1
Engineering				3
Fine Arts				6
Geology				2
Library School				3
Middle East		3	5	6
P-M-A				2
Public Affairs		1	4	9
Science			3	6
UGL			63	69
subtotal	0	7	85	134
Administrative Group			2	4
Law Library		4	12	29
HRC		2	8	20
subtotal	0	6	22	53
Total	19	78	254	424

[1] Audio Visual 3
Maps 1
Music 3
Serials 12

II. Staff to do the Training and Prepare the Training Aids

The staff involved in the training should be familiar with AACR 1 and should receive training in a national, regional or local workshop on AACR 2. A series of workshops beginning in May 1980 and continuing on through June 1981 will be sponsored by RTSD, CRG and LC. (The list of institutes will be found in an appendix to this report.) The Committee recommends that the General Libraries provide full funding for some staff to attend these training institutes (preferably one of those to be held in May or August of 1980).

Staff who attend an RTSD/CRG/LC Institute along with those who attended the ALA Preconference Institute in Dallas or one of the local Texas workshops should serve as the group from which the nucleus of the training staff should be selected. If necessary, other personnel who do not have the opportunity to attend a workshop could be trained locally to aid in the preparation of training aids and the teaching of the sessions for various groups.

The User Education Committee should participate in training by acting as a resource group to aid in the training of trainers. One or more of that committee should be appointed to serve as part of the training group.

The Committee recommends that a coordinator for the training be appointed. The coordinator should be funded to attend one of the RTSD/CRG/LC Institutes, so that he/she will be fully informed and trained with regard to the Library of Congress's interpretation of the rules. It is also recommended that the coordinator consult with the User Education Committee and the Center for Teaching Effectiveness and be informed about principles of good instructional design.

Public services, branch, and collection development staff should be involved as much as possible in the training of personnel from those areas. Cataloging staff should be trained by staff who have a working knowledge of cataloging.

III. User Orientation and Training

Most users are unfamiliar with the intricacies of cataloging and filing rules. Since our user education efforts have consciously avoided these details, the adoption of AACR 2 should have minimal impact on most of our public. Instead of a massive training effort specifically aimed at the implementation of AACR 2, the instruction provided as part of the Comprehensive Program of User Education as well as the assistance provided by public services staff will continue to play a major role in guiding individuals in the use of the catalog.

All publications and point-of-use aids and presentations dealing with the card catalog and OCLC must be reviewed after the report of the Integration Action Committee is approved. Explanation of cross references should be included as appropriate. Revisions should coincide with adoption of AACR 2.

In spring, 1981, the User Education Committee should sponsor a workshop for faculty and research staff interested in an overview of the new code. In addition to announcing these workshops by way of a faculty mailing, news of the implementation should be included in the Library Bulletin.

IV. Training Methods for the Instruction of Staff

The committee recommends that the lecture method be used for both the large group sessions at the basic level and the smaller group sessions which will be used at the intermediate, full and specialized levels. Transparencies and printed handouts should be used to highlight main points and to provide examples of the rules and the ways they will be locally implemented and integrated. Both of these kinds of media will be easy to produce and to use in a lighted room. They also lend themselves well to use in conjunction with the lecture method. It is recommended that the ALA videocassette program: An Introduction to the Anglo-American Cataloguing Rules be used in the basic level training to provide an overview of the code.

V. Timetable for Development of Training Aids and Accomplishing Training

The Committee recommends that the timetable for the development of the training aids and the accomplishing of the training begin with the appointment of the coordinator and the other trainers in April, 1980. Selection of those who are to be fully funded for the institutes may have to take place prior to April 1, since placement for the institutes will be handled on a first come, first served basis as soon as the applications have been mailed to RTSD members. The proposed timetable calls for the training of bibliographic control, acquisitions and cataloging staff in other areas to be accomplished by the end of November, 1980, so that we can begin to use the new rules for cataloging by December 1, 1980. A month's lead time will give catalogers a chance to use the rules in practical application and also give the DEO's time to finish inputting all AACR 1 workforms prior to January 1, 1981. The recommendation is to train the public services, branch and Bibliography Department staffs early in January during the intersession when scheduling is less of a problem.

The proposed timetable is as follows:

April, 1980 - appoint coordinator and select trainers
May-September, 1980 - plan sessions and work up training aids
October 1-10, 1980 - conduct the basic sessions
October 13-31, 1980 - conduct the intermediate level sessions
November 1-21, 1980 - conduct the full level training sessions
November 24-26, 1980 - conduct specialized training
January 5-9, 1981 - conduct training for public services, branch and Bibliography Department staffs

The AACR 2 Training Action Committee will reserve the ALA videocassettes and transparencies to be used in the sessions conducted the weeks of October 1-10, 1980, and January 5-9, 1981, to insure that they are available at those times.

VI. Utilization of External Resources

The Committee recommends that the videocassettes and the transparencies prepared by ALA be used in addition to the training aids which will be produced locally. The videocassettes and the transparencies are available on loan, at no cost, from the Texas State Library.

The videocassette program An Introduction to the Anglo-American Cataloguing Rules was written and produced with the collaboration of the Resources and Technical Services Division of the American Library Association and the ALA Publishing Services. This four-part presentation is designed to highlight some of the principles that have been incorporated into the new code and to point out some of the major differences between the first and second editions of the Anglo-American Cataloguing Rules. The topics covered in each of the four programs (which average 26 minutes in length) are:

Tape 1 - History and development
Tape 2 - Part I: Description
Tape 3 - Choice of access points
Tape 4 - Form of entry

The transparencies, also produced by ALA, cover Description, Choice of access points, and Form of entry. Title pages or the sources of bibliographical data and cataloging prepared using AACR 2 are shown on the transparencies. Accompanying scripts explain the illustrated rules.

Some training aids may also be made available from the RTSD/CRG/LC Intsitutes. The possibility of acquiring training aids from that source should also be investigated.

The Committee discussed the possibility of bringing in some outside experts to help conduct the training. It was decided that for our local situation it would be more helpful to use whatever funding was made available to send staff to the regional institutes and workshops which are being offered.

Appendix: RTSD/CRG/LC AACR 2 Institutes

Beginning in May 1980 and continuing through June 1981 the Resources and Technical Services Division and its Council of Regional Groups will sponsor in cooperation with the Library of Congress a series of regional institutes on AACR 2. The institutes will provide training in the Library of Congress's interpretation of the Anglo-American Cataloguing Rules, 2nd edition.

The institutes are primarily directed at catalog librarians. They will also benefit technical services administrators, network staff, and public service librarians who have a familiarity with AACR 1 and a general knowledge of AACR 2. The institutes will help participants understand the Library of Congress's interpretation and application of AACR 2. Through the knowledge gained, participants will be able to evaluate the impact of AACR 2 on their cataloging operations.

Each regional institute will be taught by members of the Library of Congress staff. Institutes will last 2 1/2 days and will be limited to 300 people, who will be registered on a first come, first served basis.

The dates and sites for the institutes are as follows:

DATES	CITY	PLACE
May 12-14, 1980	Washington, DC	Shoreham-Americana
May 29-31, 1980	New York, NY	New York Sheraton
August 21-23, 1980	Minneapolis, MN	Radisson Downtown
September 24-26, 1980	Los Angeles, CA	Hyatt Hotel at the Airport
October 13-15, 1980	Boston, MA	Boston Park Plaza
November 12-14, 1980	Denver, CO	Denver Hilton
December 10-12, 1980	St. Louis, MO	Stouffers River Front Towers
January 8-10, 1981	New Orleans, LA	Marriott
February 18-20, 1981	Philadelphia, PA	Benjamin Franklin Hotel
March 18-20, 1981	Atlanta, GA	Dunfey Atlanta Hotel
April 8-10, 1981	Detroit, MI	Hyatt Regency Dearborn
May 13-15, 1981	Seattle, WA	Red Lion Inn
June 3-5, 1981	San Francisco, CA	Golden Gateway Holiday Inn

THE UNIVERSITY OF TEXAS AT AUSTIN

THE GENERAL LIBRARIES

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Contributions to Librarianship is a series of publications issued by the General Libraries, The University of Texas at Austin, for the purpose of sharing its program and work with other academic libraries and librarians.

No. 1. *A Comprehensive Program of User Education for the General Libraries, The University of Texas at Austin.* 1977. $5.00

No. 2. *Collection Development Policy, The University of Texas at Austin, The General Libraries.* 1976 (1980 revision in preparation). $10.00

No. 3. *Archives and Manuscripts on Microfilm in the Nettie Lee Benson Latin American Collection, a Checklist.* Compiled by Jane Garner. 1980. $10.00

No. 4. *Application of the Anglo-American Cataloguing Rules, Second Edition, in the General Libraries.* 1980. $5.00

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